**2023-2024** **Academic Senate Rules Committee**

***Issues Pending List***

***Note to the Committee Chair:*** Please do not remove any item from this list. If you wish to have an item removed, please send an email to [acsenate@ilstu.edu](mailto:acsenate@ilstu.edu) and attach this Issues Pending List with the item(s) highlighted in yellow.

The Executive Committee must approve the proposed removal of any item. If it does not approve the proposed removal, it will advise the committee regarding how to proceed.

Please keep this list updated as you proceed. Annually in late spring, and on an as-needed basis as Exec adds or removes items and as the Committee adds items, the Senate office administrator will update the list for the current and following years’ committee.

\*\*For your reference the policies on policy review can be found [here](https://academicsenate.illinoisstate.edu/documents/).

**\*COLLEGE BYLAWS ARE ALWAYS PRIORITY\***

Contents

[**Yearly Committee Charge Duties:** 2](#_Toc150931377)

[1. Review Committee Functions 2](#_Toc150931378)

[2. Create Committee Minutes 2](#_Toc150931379)

[**College Bylaws** 2](#_Toc150931380)

[5. College of Business Bylaws 2](#_Toc150931381)

[**Academic Senate Bylaws and Bluebook** 4](#_Toc150931382)

[6. Athletics Council Reporting and Bylaws revision 4](#_Toc150931383)

[7. Create a public comment time frame that is appropriate for the 50 minute meeting time for internal and external committees 4](#_Toc150931384)

[8. Article V.F Consent Agenda 4](#_Toc150931385)

[9. Honor Council deletion 5](#_Toc150931386)

[10. Academic Facilities Report on charges 5](#_Toc150931387)

[11. Chair can’t be the Senate chair 5](#_Toc150931388)

[12. NTT rep on Financial Exigency Committee 5](#_Toc150931389)

[13. Update CTE Bylaws in Appendix II 5](#_Toc150931390)

[14. Move University Hearing Panel and University Appeals Board to Affiliated Status after Separate Policy on Each is Created 6](#_Toc150931391)

[15. Other Edits to Bylaws Suggested by Legal 6](#_Toc150931392)

[**Work to be done:** 7](#_Toc150931393)

[16. Review the constitution regarding the review and approval of bylaws of schools 7](#_Toc150931394)

[17. Milner Bylaws 7](#_Toc150931395)

[18. Illinois State University Constitution 7](#_Toc150931396)

[19. University Hearing Panel Report 22-23 7](#_Toc150931397)

# **Yearly Committee Charge Duties:**

## Review Committee Functions

***Description:*** At the start of every academic year, the committee should review and carry out the functions of the committee as detailed in the Academic Senate Bylaws, Appendix II found here: <https://academicsenate.illinoisstate.edu/about/bylaws/#Appendix-Two>

***Status:*** Pending Annually

## Create Committee Minutes

***Description:*** Submit Approved Committee Minutes from the previous meeting to the Senate Office Administrator by email ([acsenate@ilstu.edu](mailto:acsenate@ilstu.edu)) following each meeting. Per the Senate bylaws, the minutes should be reasonably detailed including a reflection of the deliberative process involved in decision making. They should not be verbatim unless a recording was made of the meeting and the transcription checked for accuracy.

***Status:*** Pending Bi-Monthly

# **College Bylaws**

## College of Business Bylaws

***Description:*** From Dean Ajay Samant for review.

**Notes from Chairperson Kalter**: make sure that all the college councils place in their bylaws that if they make changes to their dean or chair evaluation instruments, those changes need to come through the Senate for approval.

Colleges were asked in 2018-19 to ensure that they had written procedures for performing searches for associate and assistant deans. Each college should place those written procedures in their bylaws and forward them to Senate for approval.

***Status:*** Pending

***Associated Document(s):***

09.22.17.01 COB Bylaws

07.23.19.03 Email from Martha Horst

07.23.19.01 COB Bylaws Mark Up

07.23.19.02 COB Bylaws Clean Copy

Horst Email \_COB Bylaws update

# **Academic Senate Bylaws and Bluebook**

## Athletics Council Reporting and Bylaws revision

***Subject:*** **Athletics Council Reporting and Bylaw revision**

***Description:*** ***4/25/16:*** Exec Committee recommended clarifying Appendix II regarding rationale for the appropriate committee to which the Athletics Council’s various reports should go. Council reports listed under Faculty Affairs, while AABC and SGA receive the budget report from the Director of Athletics (not from the Council). Not clear in AABC charge that SGA receives the same budget report. Not clear whether SGA was supposed to receive the Council reports in addition to FAC receiving them. Not clear why AC reports to FAC.

*Update 01/19/21: Consider adding recusal language in procedures. Example: could they, at some point, discuss some personnel matter re a coach or something?  Perhaps there could be a conflict.*

*ALSO see document* ***0 - BLUEBOOK - Use of Electronic voting in committees***

Update 4/25/22: Athletic council submitted suggested revisions to their bylaws 04.20.22.01.

***Status:*** Pending

Update 8/14/23: Chairperson Horst to confer with Leanna Bordner and AC Chair regarding their proposed revisions. It is not clear if these were approved by the Athletics Council. They may want to make further revisions. Hold until this is clarified.

## Create a public comment time frame that is appropriate for the 50 minute meeting time for internal and external committees

Description: Executive Committee assigned for review at the 09/13/21 meeting.

Status:  Pending

Assigned: Exec 09/13/21

Associated Documents:

24 - Rules on Public Comment 02 093021

24 - Rules on Public Comment 093021

## Article V.F Consent Agenda

Description: Executive Committee assigned for review at the 11/08/21 meeting.

Status:  Pending

Assigned: Exec 11/08/21

Associated Documents:

11.03.21.01 Senate Bylaws Article V.F Consent Agenda Current Copy

## Honor Council deletion

Description: Review material and decide if Honors Council is needed. If not, please update the Academic Senate Bylaws.

Status:  Pending

Assigned: 03/20/23

Associated Documents:

003 - 03.08.23.11 Honors Council Minutes 02.03.23

003 - 03.08.23.10 Honors Council Decision

## Academic Facilities Report on charges

Description: Should the Administrative Affairs and Budget and Planning and Finance Committees both review the Academic Facilities Report?

Status:  Pending

Assigned: 04/17/23

Associated Documents:

## Chair can’t be the Senate chair

Description: Create language to specify that a chair of a department/school can’t be the chair of the Academic Senate.

Status:  Pending

Assigned: 04/27/23

Associated Documents:

## NTT rep on Financial Exigency Committee

Description: Considering add NTT voice to membership of the committee.

Status:  Pending

Assigned: 04/12/23

## Update CTE Bylaws in Appendix II

Description: Any editions to the CTE Bylaws must be approved by the CTE first. No revisions to their bylaws were made in 2023 Academic Senate Bylaws revision. Rules Committee chair should meet with CTE chair to review establishing language to conform with OMA. Items could include: public comment; agenda and minutes for CTE and all internal committees; and quorum (membership or elected voting members).

Status:  Pending

Assigned: 08/16/23

Associated Documents:

## Move University Hearing Panel and University Appeals Board to Affiliated Status after Separate Policy on Each is Created

Description: The Office of General Counsel suggests that these two committees be separate from the formal Academic Senate structure so that they will not have to comply with Open Meetings Act regulations. Before this is done, policies must be created that detail committee selection, committee description, and function. These policies will be under the purview of the Academic Senate. The creation of these policies will, most likely, be handled by another internal committee of the Senate.

Status:  Pending

Associated Documents:

## Other Edits to Bylaws Suggested by Legal

Description: When the Academic Senate bylaws were being approved in 2023, Legal forwarded many comments. Most suggestions from legal were incorporated. There were a few edits suggested by the Office of General Counsel that the Rules Committee did not have time to discuss. See documents in “OGC review of Bylaws” folder in TEAMS.

Status:  Pending

Associated Documents:

006b – 04.06.23.08 Article VI\_Academic Senate Bylaws\_Mark Uprevd tkh 040723.docx

003b – 04.04.23.02 Proposed Student Caucus of the Student Government Association\_AS Bylaws\_Mark uprevd tkh 040723.docx

007b – 04.06.23.11 Appendix II Academic Senate Bylaws\_Mark Uprevd tkh 040723.docx

005b – 04.06.23.07 Article III\_Section 5 Vacancies and Absences\_Academic Senate Bylaws\_Mark Uprevd tkh 040723.docx

# **Work to be done:**

## Review the constitution regarding the review and approval of bylaws of schools

***Description:*** Janet Tulley is wondering why the constitution states that the Academic Senate shall review and approve the By-Laws of schools.

Discussed in 1/13/20 Exec meeting.

***Status:***  Pending

***Associated Document(s):***

12.18.19.02 Bylaws of schools email

12.18.19.01 1998 Constitution

* + - 1. 017 Constitution

## Milner Bylaws

**Description:** Needs review, and a few changes.

Discussed in 09/05/23 Exec meeting.

**Status:**  Pending

**Associated Documents:**

***08.14.23.06 2021*** ***Milner Library Bylaws***

***08.14.23.07 2023 Milner Library Bylaws clean copy***

* + - 1. ***Milner Library Bylaw Markup***

## Illinois State University Constitution

**Description:** Sent by Amy Secretan needs review

Discussed in 09/05/23 Exec meeting.

**Status:**  Pending

**Associated Documents:**

***08.14.23.09 ILLINOIS STATE UNIVERSITY CONSTITUTION 2017-10-20 May 2023 edits***

***08.14.23.10 Academic Senate Bylaws2022-11 - May 2023 edits***

***08.14.23.11 (Joint edit) Changes to Constitution and Bylaws May 2023***

***08.14.23.12 Staff Council Merger letter***

* + - 1. ***taff Council merger proposal***

## University Hearing Panel Report 22-23

**Description:** Discussed in 10/16/23 Exec meeting that rules should take a look at this report as well. After Academic Affairs.

**Status:**  Pending

**Associated Documents:**

***See Minutes Of 10/16/23***